

**WORKERS' COMPENSATION COMMISSION
JOB OPPORTUNITY
CLERK TYPIST
NORWICH DISTRICT OFFICE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Workers' Compensation Commission, Second District, 55 Main Street, Norwich, CT 06360
Hours: 7:45 – 4:30 (45 minute lunch period) – 40 hours per week
Salary: \$34,565 - \$43,693 (new hires into State service start at the minimum)
Closing Date: November 15, 2013
Posting Number: WCC02CT

This position will include serving as receptionist at the front desk in the Norwich Office of the Workers' Compensation Commission. Answering phones, data entry and filing duties will also be required.

General Knowledge: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Preferred Skills and Ability: Familiarity with Microsoft Office preferred

General Experience: Six (6) months as a Typist or its equivalent.

Special Experience: None

Substitution Allowed: Graduation from high school with coursework in typing.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter and an Application for Employment (CT-HR-12: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) – **EMAIL IS PREFERRED** – to:

**WORKERS' COMPENSATION COMMISSION
HUMAN RESOURCES
21 OAK STREET
HARTFORD, CT 06106
860-247-0831**

Sandra.cunningham@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Posting Date: November 4, 2013